

Message Text

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FM SECSTATE WASHDC

TO AMEMBASSY MADRID IMMEDIATE

C O N F I D E N T I A L STATE 237830

E.O. 11652:GDS

TAGS: OVIP, (KISSINGER, HENRY A.)

SUBJECT: SECVISIT - SECRETARIAT REQUIREMENTS

1. PERSONNEL: EXECUTIVE SECRETARIAT (S/S) TEAM CONSISTING OF FSO GEORGE WARD AND SHELLY SWITZLER WILL ADVANCE SECRETARY'S VISIT TO MADRID. WILL CABLE ARRIVAL INFORMATION WHEN AVAILABLE. A SECOND S/S TEAM CONSISTING OF FSO ROBERT BLACKWILL AND MOIRA HALEY WILL ARRIVE ABOARD SECRETARY'S AIRCRAFT. FSO SHOULD BE ASSIGNED TO S/S BEGINNING ADVANCE TEAM'S ARRIVAL AND SHOULD MEET S/S TEAM AT AIRPORT. ONE TOP SECRET CLEARED SECRETARY SHOULD ALSO BE AVAILABLE TO S/S ON ARRIVAL OF ADVANCE TEAM, AND BE AVAILABLE ON TWENTY-FOUR HOUR BASIS THEREAFTER. A FILE OF ALL MESSAGES THE POST HAS RECEIVED OR SENT RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON ARRIVAL OF THE ADVANCE TEAM.

2. SCHEDULING- AS ARRANGEMENTS FOR THE VISIT TAKE
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SHAPE, THE POST SHOULD PREPARE A MINUTE-BY-MINUTE, DETAILED SCENARIO FOR THE SECRETARY'S ACTIVITIES. THE INITIAL VERSION OF THIS SCENARIO SHOULD BE SENT BY

IMMEDIATE CABLE TO THE DEPARTMENT, SLUGGED "FOR S/S," NO LATER THAN DEC 6. THE SCENARIO SHOULD THEN BE UPDATED BY CABLE AS CHANGES BECOME NECESSARY. CHANGES SHOULD BE SENT TO SECRETARY'S PARTY ONCE TRIP BEGINS.

A. THE POST SHOULD SEND BY CABLE GUEST LISTS FOR ANY SOCIAL OCCASIONS AS THEY BECOME KNOWN. UPON PARTY'S ARRIVAL, PLEASE HAVE AVAILABLE SEATING ARRANGEMENTS FOR ANY MEALS EXCEPT PRIVATE ONES.

B. BEFORE END OF VISIT, POST SHOULD FURNISH S/S WITH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE SPANISH OFFICIALS.

3. ADMINISTRATIVE ARRANGEMENTS:

A. AUTOMOBILE AND CHAUFFEUR SHOULD BE AVAILABLE FOR S/S USE THROUGHOUT THE VISIT. SEPARATE CARS WILL BE NEEDED FOR COURIERS (SEE BELOW).

B. S/S OFFICE: S/S WILL NEED AN OFFICE IN THE CHANCERY. A SEPARATE CABLE WILL OUTLINE THE OFFICE REQUIREMENTS FOR THE SECRETARY'S ENTIRE PARTY. THE S/S OFFICE IN THE CHANCERY SHOULD HAVE ADEQUATE LIGHTING AND SHOULD HAVE THE FOLLOWING OFFICE SUPPLIES/EQUIPMENT:

C. S/S OFFICE:

(1) THREE DESKS FOR OFFICERS AND TWO DESKS (WITH TYPING TABLE) FOR SECRETARY

(2) DESKS FOR EMBASSY PERSONNEL ASSIGNED TO WORK WITH S/S

(3) NORMAL OFFICE SUPPLIES AND FORMS

(4) TWO CONFERENCE TYPE TABLES

(5) THE BEST AVAILABLE COPYING MACHINE - AR-
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RANGEMENTS SHOULD BE MADE FOR 24-HOUR SERVICING FOR THE MACHINE AND/OR FOR BACKUP MACHINE

(6) TWO COPIES EMBASSY PHONE BOOK, THE POST REPORT, ONE DIPLOMATIC LIST, AND ANY OTHER USEFUL PAMPHLETS OR INFORMATION

(7) 2 (TWO) ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE ESSENTIAL, PREFERABLY IBM SELECTRIC

(8) TELEPHONES - A MINIMUM OF ONE FOR EACH DESK.

D. S/S REQUIRES FULL TIME OPEN STORAGE FOR CLASSIFIED MATERIAL AT THE S/S OFFICE. ARRANGEMENTS SHOULD BE MADE FOR FULL TIME MARINE GUARD COVERAGE - ONLY PERSONS AUTHORIZED BY S/S WILL HAVE ACCESS TO S/S AREA.

E. MISSION SHOULD HAVE AVAILABLE AT ALL TIMES TWO SETS OF TOP SECRET CLEARED COURIERS TO CARRY TRAFFIC ASSURE THAT THEY HAVE THEIR OWN VEHICLES.

4. COMMUNICATIONS:

A. S/S WILL BE ON CALL THROUGHOUT THE VISIT. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY. COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED KISSINGER AND MUST BE CLEARED BY S/S. LATERAL CABLES WILL BE SLUGGED "FOR SECRETARY'S PARTY" OR "FOR(NAME)" AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/ SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF CONFIDENTIAL CONFIDENTIAL

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SECRETARY'S PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT AND SECRETARY'S NEXT STOP GIVING THE LAST SECTO AND TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMM CENTER WHICH PERTAINS TO SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD BE REPRODUCED ON 8 X 10 1/2 INCH PAPER.

E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:

L) TOSEC/SECTO-NODIS 10 AND EXDIS 15 COPIES TO S/S

ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING.

2) TOSEC/SECTO-LIMDIS, ALL OTHER TOSEC/SECTO CABLES,

AND CABLES FOR OTHER MEMBERS OF PARTY 15 COPIES TO S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC (INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES)

F. SPECIAL SUMMARIES.

INSTRUCTIONS ON THE HANDLING OF TWICE DAILY SPECIAL SUMMARIES FOR THE SECRETARY WILL BE SENT SEPTTEL.

5. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE
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FOLLOWING)

B. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED THROUGHOUT THE VISIT. TEN COPIES OF EACH SUBSTANTIVE ITEM SHOULD BE DELIVERED ON ARRIVAL AND AT FREQUENT INTERVALS THEREAFTER.

C. TEN COPIES OF EACH ENGLISH LANGUAGE NEWSPAPER SHOULD BE DELIVERED IN S/S ON DAY OF VISIT. FIVE COPIES OF USIS WIRELESS FILE SHOULD ALSO BE DELIVERED TO S/S.

D. ONE COPY OF EVERY LOCAL PRESS STORY AND PRESS PHOTO ON SECRETARY SHOULD BE POUCHED DEPT TO ATTN OF S/S-S AFTER DEPARTURE OF PARTY.

6. MANY THANKS FOR YOUR ASSISTANCE. WE LOOK FORWARD TO WORKING WITH YOU. KISSINGER

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